

**U.S. DEPARTMENT OF HOMELAND SECURITY
TRANSPORTATION SECURITY ADMINISTRATION**

HUMAN RESOURCES MANAGEMENT POLICY

HRM LETTER NO. 300-6

DATE: July 11, 2003

SUBJECT: TSA Screener Priority Employment Program

1. **Purpose:** This Letter sets forth TSA policy for providing priority employment to individuals subjected to TSA's 2003 screener reduction-in-force (RIF), and to individuals who received screener employment offers that were rescinded or delayed as a result of the reduction.
2. **Scope:** This Letter applies to:
 - a. filling TSA screener vacancies with candidates outside the current TSA workforce.
 - b. individuals who have held TSA screening positions or who have applied for TSA screening positions and meet the eligibility requirements. In this document, "TSA screening positions" refers to Transportation Security Screener (TSS), Lead TSS (LTSS), and Supervisory TSS (STSS) positions.

Nothing in this Letter affects, or takes precedence over, management's right to fill screener vacancies with current TSA employees (e.g., through actions such as reassignments, promotions, and details).

3. **Policy:** It is TSA policy to provide priority employment to individuals who have been separated involuntarily due to TSA's 2003 screener RIF, and to screener applicants who have had their enter-on-duty (EOD) dates delayed or offers rescinded due to the reduction.
4. **Eligibility:** Regardless of appointment type or work schedule, individuals who meet one of the conditions below are eligible for priority employment under TSA's Priority Employment Program (PEP):
 - Former TSA employees separated through RIF from a screener position;
 - Individuals who had employment offers rescinded for screener positions due to TSA's 2003 screener reduction;
 - Individuals who had an EOD date delayed for a screener position due to TSA's 2003 screener reduction.

For all of the above categories, eligibility is contingent on an individual's continuing to meet all screener qualification (including medical) standards,

suitability requirements, (re)certification requirements, and any other conditions of employment.

5. **Effective Date:** Eligibility for TSA's PEP begins on the date of the action that made the individual eligible for the Program, or the effective date of this Letter, whichever is later. Eligibility lasts until one of the conditions under section 8 ("Loss of Eligibility") is met.
6. **Priority Employment:** TSA's PEP is a mandatory placement program. PEP eligibles will be offered a vacant position in accordance with the following criteria:
 - a. PEP eligibles will receive offers only in the hub/spoke airport of, or an airport within a 50-mile radius of the duty station of, the position or vacancy on which their eligibility for the PEP is based.
 - b. The offer must be to a position in the SV-019 job series, at the same or lower pay band as the position or vacancy on which the individual's eligibility for the PEP is based.¹
 - c. PEP eligibles will be offered a part-time or full-time position, under either a permanent or temporary appointment, whatever is currently available. (Note: it is highly unlikely that full-time positions will be available.)
 - d. If a PEP eligible is offered a temporary appointment and was previously serving on a TSA temporary appointment, the combined lengths of the temporary appointments may be less than, but cannot exceed, the limitations established under TSA's temporary external hiring policy.
7. **Order of Employment:** As vacancies that meet the criteria for a PEP eligible's placement become available, TSA will offer them to individuals in the following order:
 - I. Individuals separated through screener RIF: Individuals separated through screener RIF will be offered reemployment in the following order:
 1. Those individuals separated based on job-related testing, in order of their scores (highest to lowest).
 2. Those individuals separated based on a decision to accept reduction instead of conversion from a full-time to part-time work schedule.

¹ If the individual was working under a temporary promotion at the time of the action that made the individual eligible for the PEP, the offer must be to a position at the same or lower pay band as the individual's position of record prior to temporary promotion.

3. Those individuals separated under the “Voluntary RIF” Program who elected PEP coverage. (Note: As of this writing, the Voluntary RIF program has not been put into effect.)
4. Those individuals separated based on conduct checklist results, in order of their color ratings (i.e., orange first, then red), and rankings within color.

In the event that, for any one vacancy, there is a “tie” after applying these rules, the following order of employment will apply:

- i. Former Mobile Screening Force (MSF) employees with veterans’ preference (VP) eligibility.²
 - ii. All other former TSA screeners with VP eligibility.
 - iii. Former MSF employees with no VP eligibility.
 - iv. All other former TSA screeners with no VP eligibility.
- II. Individuals who received employment offers from TSA that were subsequently rescinded because of the 2003 screener downsizing requirements, by order of the time (from earliest to most recent) that the individuals were adversely impacted.
- III. Individuals who received employment offers from TSA that were subsequently placed on hold because of the 2003 screener downsizing requirements, by order of the time (from earliest to most recent) that the individuals were adversely impacted.

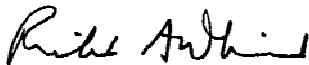
For any of these categories (I-III), a random number selection process will be used in the event any further ties exist.

No other individuals from outside TSA’s current workforce may be appointed to screener positions until all PEP categories have been exhausted for that particular airport where the vacancy(ies) exist. The only exception to this rule is that actions may be taken to ensure that TSA meets its Bona-Fide Occupational Qualification (BFOQ) requirement to employ a minimum of 1/3 female passenger screeners and 1/3 male passenger screeners.

If the number of screener vacancies that must be filled exceeds the number of PEP eligibles that meet the requirements for PEP placement into those vacancies, then advertisements, certifications, and appointments from outside the current TSA workforce may take place as long as slots for PEP eligibles are reserved pending acceptance or declination.

² For purposes of the Screener Priority Employment Program, an MSF is defined as any screener who has served in an MSF capacity for 90 days or more away from his/her home airport.

8. **Loss of Eligibility:** Individuals lose eligibility for the PEP when any one of the following occurs:
- a. they accept a position in the Federal civil service; OR
 - b. they turn down a placement offer made by TSA to the same series, title, pay band, appointment type (permanent or temporary), work schedule (full-time or part-time), and local commuting area (within a 50-mile radius) as that of the position or vacancy on which their PEP eligibility is based; OR
 - c. they turn down two placement offers made by TSA regardless of appointment type, work schedule, and whether the position offered is within a 50-mile radius of the position or vacancy on which their PEP eligibility is based. (For example, a RIFed screener may be offered a position within the hub/spoke of the airport from which he/she was displaced, but the position may be outside a 50-mile radius of that airport); OR
 - d. one year after their eligibility commences.
9. **Hiring requirements:** Prior to employing/re-employing a PEP candidate, TSA will:
- a. Ensure that the candidate continues to meet all qualification (including medical) standards, suitability requirements, (re)certification requirements, and any other conditions of employment; and
 - b. Determine any (re)training needs required by the candidate.
10. **Relocation:** Relocation expenses will not be paid under the PEP regardless of whether the position offered is to an airport that is outside a 50-mile radius of the airport where the individual was previously employed (or offered employment).
11. **Duration of Program:** The PEP, as described in this HRM Letter, will remain in effect until September 30, 2004.



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